

ADMINISTRATIVE - INTERNAL USE ONLY

28 MAR 1977

MEMORANDUM FOR THE RECORD

STATINTL

FROM :
Chief, Data Control Branch

SUBJECT: Meeting to Discuss the Use of Form 88 and Form 2420

1. A meeting was held on 23 March 1977 at the request of Supply Division to discuss the proper use of Form 88, Requisition for Materiel and/or Services, versus Form 2420, Request for Procurement Services. Those in attendance were:

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2. In general, the points outlined on the attached agenda prepared by OSB were discussed in detail. The main point agreed upon by those in attendance was that the Form 2420 is not always being used for its intended purpose. For example, 2420 is being used for the procurement of prototype items which are delivered to the depot for processing. A Form 88, Shipping Purposes Only, must be used in conjunction with the Form 2420 in any instance where depot action is required.

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3. SD/OSB, is currently preparing a revision to LI 45-13 in draft for circulation to all interested activities for coordination.

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A G E N D A

Meeting: 10:00 o'clock, 23 March 1977

Procurement Conference Room

1. General - Discuss the use of the Form 88, Requisition for Materiel and/or Services versus the Form 2420, Request for Procurement Services, when a service is requested through the Office of Logistics.
2. Specific - Discuss problems experienced with both Forms
 - a. Form 88
 - (1) Used for property, services, or both. In case of the latter, it is awkward to encumber PRA and funds on the same document.
 - (2) If for true services only, time lost in processing document through the Supply Division.
 - (3) Receiving Reports vs. Certification of Invoices.
 - b. Form 2420
 - (1) Provides for encumbrance of funds only, but both property and services are being procured occasionally.
 - (2) Distribution
 - (3) Receiving Reports vs. Certification of Invoices.
 - (4) files system
 - (5) Distribution of Form 291, Shipping Document
3. Related Problems
 - a. Followup action
 - b. Expeditious service to customers
 - c. Annual Work Order type contracts versus individual purchase orders
 - d. Payment of Invoices
4. Recommendations